



MSA Tournament Bid Application
- Recreational Open Cup
- Elite Cup
- Premier Cup

Date Received by MSA: _____
Initials: _____

***Please note that tournaments are subject to format change.

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Bid Application to Host MSA Tournaments

Tournament Name: _____

For the Date(s) of: _____

Contact Information:

Association: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone Numbers including area code:

Home: _____ **Work:** _____ **Text:** _____ **Mobile:** _____

Email Address: _____

IMPORTANT: *As an authorized representative of the above Association, it is agreed that our properly registered/rostered teams **will** participate in this event. If no teams from the host organization participate in the awarded event, MSA shall revoke this bid and relocate the event to another organization that meets this criteria.*

Yes No

The following items are desired for the hosting any MSA Sponsored Tournament. Please read the following items carefully and indicate those that will be supplied as part of your proposed bid package. Bid awards will be made by the Tournament Committee or MSA Council based upon the best-perceived value and facilities for MSA and its players. Organizations within the tournament rotation will receive priority consideration.

MSA will work with the host organization to arrange hotel accommodations for MSA Staff and Officials.

Due to the size of some of these tournaments, a greater of number of referees may be needed to travel to the event. Referee Rooms must be Double/Doubles in order to accommodate the number of officials needed. Bidders should assume that as many as 30-40 rooms may be needed for an event. MSA will make every effort to limit the number of traveling referees as much as possible, but also must balance the need of players having quality officials. MSA will always seek to obtain the lowest cost accommodations for staff and referees while maintaining proper safety and risk management. When bidding Staff and Referee Rooms, bidders should check with the local hotels to obtain rates to assess your exposure in a bid. Historical data indicates that rooms in Mississippi average between \$109 and \$139.



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Playing Fields/Complex:

The Tournament will be held at _____ in the City of _____.

Additional Locations: _____

Any additional locations must be secured and available for use during the entire event.

The address of the fields are: _____

This is necessary to include map coordinates online.

Field Specifications – Page One

Provide field specifications, goal size and lighting availability for each field. Provide any additional comments on a separate piece of paper as an addendum.

Field #	Field Name	Length (yds)	Width (yds)	Oldest Age	Youngest Age	Goal Sizes	Lights Y/N
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							



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Field Specifications – Page One

Provide field specifications, goal size and lighting availability for each field. Provide any additional comments on a separate piece of paper as an addendum.

Field #	Field Name	Length (yds)	Width (yds)	Oldest Age	Youngest Age	Goal Sizes	Lights Y/N
15							
16							
17							
18							
19							

<input type="checkbox"/>	We understand that all costs associated with the fields and / or their preparation will be paid by the host organization.
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MSA Premier Cup - 18U-19U Divisions

<input type="checkbox"/>	The dates of the MSA Premier Cup tournament may conflict with various high school graduation events. Should this conflict arise, every effort will be made to move the 18-19 year old divisions to another date to eliminate as many conflicts as possible. Prior to this movement, the awarded host organization will have the first right of refusal on the date selected for play of the 18U-19U divisions. This must be accepted or declined in writing to the Competitive I VP and the MSA Executive Director. Should the awarded host organization decline first option, the Competitive I VP will select another viable location for the 18U-19U divisions to play.
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COVID-19/PANDEMIC PROTOCOLS: Should special protocols be implemented by MSA, submission of this bid is an agreement to adhere to these special protocols.



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Bid Components

Indicate the items that your organization will provide and the amounts that are being bid

	Item	Cost	Comments
1	Field Rental	-0-	Any field rental costs shall be assumed by the tournament host
MSA uses 4 - 10 Staff rooms depending on the tournament location. Indicate the Staff Rooms bid for <u>either</u> a fixed number, a percentage of the cost, or a flat dollar amount.			
	Staff Hotel Rooms #		Enter Fixed Number of Rooms
		OR	
2	Staff Hotel Rooms %		Enter Percentage of Rooms
		OR	
	Staff Hotel Rooms \$		Enter Fixed Dollar Amount
MSA uses 15 -40 Referee rooms (must be double/double) depending on the tournament location and playing division Indicate the Referee Rooms bid for <u>either</u> a fixed number, a percentage of the cost, or a flat dollar amount.			
	Ref Hotel Rooms #		Enter Fixed Number of Rooms
		OR	
3	Ref Hotel Rooms %		Enter Percentage of Rooms
		OR	
	Ref Hotel Rooms \$		Enter Fixed Dollar Amount
4	Golf Carts		5 required for single venue, 1 each at all additional venues (State Cup events)
5	Tent/Trailer Rental (Admin) \$		
6	Tent/TrailerRental(Referee) \$		
	MEALS:		
7	Tournament Staff Meals \$		
8	Referee Snacks \$		
9	Referee Meals \$		
	Miscellaneous: List		
10			
11			
	Total Cost to MSA \$		



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Bid Component Details – Page One

The following items are essential for the hosting of any MSA Sponsored Tournament. Please read the following items carefully and **click to place a checkmark by those that will be supplied as part of your package. Some items are required for the Bid to be considered.**

Team Benches

<input type="checkbox"/>	REQUIRED: Two player benches on one side of the playing field, separated by 15-20 feet on each side of the halfway line for the teams - (COVID restrictions may impact this)
<input type="checkbox"/>	We understand this is required.

Items for tournament headquarters & staff.

<input type="checkbox"/>	Required -One large tent, trailer or onsite room to serve as tournament headquarters.
<input type="checkbox"/>	Two 6-8' long tables and a minimum of 12 chairs in the headquarters area.
<input type="checkbox"/>	Fresh water and ice, with cups, provided throughout the day.
<input type="checkbox"/>	Snacks and drinks provided for the administrators and VIP's throughout the day.
<input type="checkbox"/>	Lunch provided for MSA staff each afternoon.

Tournament Director to be provided with a complete list of address and telephone numbers of the following:

<input type="checkbox"/>	Field contact person and alternate
<input type="checkbox"/>	Hosting association contacts
<input type="checkbox"/>	Tournament volunteers and positions (Risk Management completed)
<input type="checkbox"/>	Storage Facilities for the balls, trophies, medals and banners which can be kept locked at all times. Administrator will require one key for easy access.
<input type="checkbox"/>	Internet Access - Select available access



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Bid Component Details – Page Two

Referee Tent

<input type="checkbox"/>	Required - One large tent, trailer, or room away from players & spectators for referees.
<input type="checkbox"/>	Water, ice and cups provided continuously throughout the tournament.
<input type="checkbox"/>	Snacks provided for referees throughout the tournament (Assorted Fruit, Sports Drinks, Water)
<input type="checkbox"/>	Lunch provided for referees each day
<input type="checkbox"/>	2 tables with 4 chairs for assignor and assessor staff

Comfort Facilities

<input type="checkbox"/>	REQUIRED: Port-a-lets or permanent bathroom facilities
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Staging Area

<input type="checkbox"/>	A central location for the presentation of the trophies..
<input type="checkbox"/>	Location for sponsor inflatables and/or banners.

Transportation

<input type="checkbox"/>	5 Golf carts required for State Cup events. One additional for each remote venue. These golf carts are set aside for the sole use of MSA Staff.
<input type="checkbox"/>	We agree no unlicensed drivers may operate Golf Carts - no exceptions. The # of passengers on a golf cart is limited to the # of seats and the maximum allowed by mfr.

Products, Signage and T-Shirts

<input type="checkbox"/>	MSA has a contract with a tournament apparel provider. The MSA Executive Director will make the decision, based on the size of the event, whether this vendor will be used. The Host Association must contact the MSA Executive Director for further information regarding this vendor. A rebate program has been developed to ensure the host organization benefits financially from this agreement. If the decision is made not to use the vendor, the host organization may use a vendor of its choice and any design must be approved by the MSA Executive Director prior to being used.
<input type="checkbox"/>	Signage must be approved and reviewed with the MSA Executive Director to assure sponsorship compliance



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Bid Component Details – Page Three Miscellaneous

<input type="checkbox"/>	Concession stand to be provided. All sales to local host.
<input type="checkbox"/>	All retail vendors MUST be approved by the MSA Executive Director prior to securing.
<input type="checkbox"/>	Banners to be placed around the field (provided by the MSA State Office and MSA Sponsors).
<input type="checkbox"/>	Provide sponsors, if possible, to help with the cost of the tournament. Any sponsorship shall be split at a rate of 70/30 to the local hosts. All Sponsorships must be paid directly to MSA

BID PROPOSAL Agreements

Meeting the majority of the criteria as on the previous pages 1 - 7, we would like to host the MSA Competition Listed above at the our organization's facilities in the City or Cities of

Having read and reviewed the requirements in this bid presentation, we, the following undersigned, do agree to the terms and conditions of hosting this tournament as listed under Bid Requirements of this document.

- ▶ For **all** tournaments, we acknowledge that games will be played on Sunday Morning and that the playing fields required for the Sunday Morning Games will be available. If a City Recreation Department controls the fields, their signature agreeing to this requirement is affixed below. ***(Bids will not be accepted for city sites without the appropriate city officials signature).***
- ▶ We agree that all costs associated with the fields and / or their preparation will be paid by the host organization. We acknowledge that we will receive all proceeds and/or rebates from the sales of concessions and souvenirs sold at the tournament ***with the exception*** of the proceeds from the sale of official MSA, USYSA and USSF Souvenirs, which may be sold at the tournament headquarters.
- ▶ We acknowledge that MSA will be responsible for the referee fees, official MSA Tournament awards, expenses for the MSA officials and staff, and all administrative costs of the tournament that we have not agreed to supply as a part of our bid.
- ▶ We agree to honor all MSA Contracts with National and / or State Sponsors.

Signature of Hosting Association President Date

Signature of Facility Administrator or City Official Date

Signature of Facility Administrator or City Official Date